

Notice of Eligibility-Residential Tenant

INSERT DATE

INSERT NAME

INSERT ADDRESS

Relocation Assistance Program

Notice of Relocation Eligibility, Entitlements & 90-Day Assurance

Project Name: INSERT PROJECT NAME

Parcel No.: INSERT PARCEL #

Displacee No.: INSERT DISPLACEE #

Dear INSERT NAME:

On INSERT OFFER DATE the AGENCY offered to purchase the dwelling you occupy located at INSERT ADDRESS. According to our information, you have occupied the above dwelling since INSERT OCCUPIED DATE.

You are eligible to receive relocation assistance in accordance with the terms and provisions of Public Law 91-646 and the implementing regulations found in 49 Code of Federal Regulations (CFR) Part 24 and Revised Code of Washington (RCW) 8.26 and the implementing regulations of Washington Administrative Code (WAC) 468-100. The purpose of this letter is to advise you of the relocation services and entitlements that may be available to you in accordance with the state and federal laws and regulations cited above.

Rent Supplement Entitlement

As a tenant occupant of 90 or more days, you may be entitled to a Rent Supplement Payment. This payment is based upon the difference between INSERT ONE PHRASE OR THE OTHER (30% of your income or rent plus utilities at your present dwelling) and the rent plus utility costs at your present dwelling and the rent plus utilities at a comparable replacement rental dwelling currently available for rent on the market.

Listed below are three comparable dwellings that are presently available for rent:

<u>Address</u>	<u>Rent</u>	<u>Utilities</u>	<u>Total</u>
1.	\$	\$	\$
2.	\$	\$	\$

\$

The most comparable dwelling to the subject was determined to be comparable number INSERT BEST COMP NUMBER. Based on the rent plus utilities of comparable number INSERT BEST COMP NUMBER located at INSERT COMP ADDRESS your maximum rent supplement is calculated as follows:

Monthly rent and utility difference\$

**\$INSERT RENT DIFFERENCE Rent difference X 42 months = \$INSERT DOLLAR
AMOUNT Your Maximum Rent Supplement**

The amount of your **actual** rent supplement will be based upon the rent and utilities of your replacement dwelling. For instance, if the rent plus utilities is \$INSERT RENT OF BEST COMP or more per month for your replacement house, you will receive the maximum rent supplement of \$INSERT MAX RENT SUPPLEMENT. For every dollar you spend on your replacement rent plus utilities below \$INSERT RENT OF BEST COMP, your total rent supplement will be \$42 dollars less (\$1 per month times 42 months).

If your rent supplement entitlement exceeds \$5,250, the payment will be paid in two installments. The first installment of \$5,250 will be paid at the time you occupy your qualified replacement dwelling. The remaining balance of your calculated entitlement will be paid six months after the initial payment.

Down Payment Assistance

Should you decide to purchase a replacement dwelling rather than rent, you may qualify for down payment assistance. The amount of this assistance will be either \$5,250, or the total amount of your calculated rent supplement, whichever is greater. **However, the entire amount of the down payment must be paid towards the purchase price as a principal reduction and eligible closing costs, not including prepaid taxes, interest or insurance.** The purchase of your replacement dwelling will be subject to a decent, safe, and sanitary (DSS) inspection by the AGENCY.

Moving Entitlement

You may select a commercial move, an actual cost move or a self-move schedule payment for moving your personal property. If you elect to have a commercial move, the AGENCY will obtain the services of a professional mover and will pay that mover directly. If you elect to complete an actual cost move you will be reimbursed for labor and equipment used to move your property. You will need to supply supporting documentation, such as paid receipts, to your relocation specialist. If you elect to complete a self-move with a schedule payment, you will be paid based on the number of eligible rooms. I have determined that you have INSERT NUMBER OF ROOMS eligible rooms, which entitles you to a moving payment of \$INSERT SCHEDULE DOLLAR AMOUNT to move your own personal

property. Once you decide how you wish to move, you will need to sign a Moving Expense Agreement.

Advisory Assistance

I will be available to answer any questions about your relocation entitlements. You will be provided with assistance in completing claim forms. If you request, transportation will be provided so you may inspect replacement housing. Information concerning other available government programs such as Section 8 housing, unemployment benefits, food stamps, etc. will be provided on request.

Claiming Your Entitlement

You must notify me of the date you intend to move and sign a Moving Expense Agreement. Once you have vacated the property completely you will need to schedule a vacate inspection with me. Once I have verified that all personal property has been removed, I will prepare a claim, secure appropriate signatures and submit the claim for processing and payment.

Prior to processing claims for relocation entitlements, you will need to complete Internal Revenue Service (IRS) Form W-9 Request for Taxpayer Identification Number and Certification. The AGENCY is required by the IRS to obtain this completed form from anyone to whom a payment is made. This is necessary even though relocation payments are considered non-taxable. If you have already completed this form, please inform me.

In order to be entitled to your replacement housing payment, you must rent (or purchase) **and** occupy a decent, safe and sanitary replacement dwelling within one year after the date you move from the displacement dwelling. You have 18 months after that vacate date within which to actually claim your relocation entitlement.

Prior to signing a rental or purchase agreement for your replacement dwelling, please contact me for an inspection of the dwelling. This inspection will ensure that the property meets the decent, safe and sanitary requirements noted in the Relocation Assistance Program Brochure. The housing inspection must be completed before any replacement housing payment can be made.

90-Day Assurance

You are not required to relocate immediately. You cannot be **required** to vacate the property before INSERT ASSURANCE DATE, which is at least 90 days from the date you receive this letter.

Occupancy of Property

Occupancy of the property beyond the date that the AGENCY takes possession of the property will require you to sign a lease and pay economic rent in the amount of \$INSERT ECONOMIC RENT on a monthly basis. Attached is a template of a lease that you will be required to sign. If you enter into a lease with the AGENCY to rent the displacement property, nonpayment of rent may result in a loss of all or part of your relocation entitlements.

Name
Date
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Right to Appeal

You have the right to appeal any determination the AGENCY should make as to your eligibility for, or the amount of, any payment. If you disagree with any determination regarding your relocation entitlements you may appeal our determination within 60 days by simply explaining your grievance and requesting an appeal in a letter to:

Agency
Attn:
Address
City, State, Zip

As previously stated, the purpose of this letter is to provide specific information as to how your entitlements are calculated and how you may claim them. Please sign the receipt below so our records show you received this letter. Feel free to contact me for any clarification and any questions you may have.

Sincerely,

INSERT SPECIALIST'S NAME

Relocation Specialist

Real Estate Services

INSERT SPECIALIST'S ADDRESS

INSERT SPECIALIST'S PHONE NUMBER & FAX NUMBER

INSERT SPECIALIST'S E-MAIL ADDRESS

Acknowledgment of Receipt of Letter

Signature: _____ Date: _____